

Organizing the Swim Team Pasta Dinner

This is an easy event to organize. Families sign up to bring the food and help with set up and clean up. Swim Team provides drinks and paper goods, as well as the ice cream (families bring toppings).

A Get the sign up sheets posted about a week before. Be firm about the food list...when the dessert lines are filled, no one should be signing up for desserts. One year there was way more dessert than pasta. The number of lines per category is based on a team of about 100 swimmers. Adjust the number of lines if necessary. You could add bread as an item (maybe 2-3).

- 18 Pastas (10-12 servings)
- 11 Sides (8-10 servings)
- 11 Salads (8-10 servings)
- 6 Toppings for ice cream

B Check on paper goods in the Snack Shack **AND COORDINATE WITH JESSICA HELTON.**

You will need:

- Plates - Chinette
- Cups (cold cups only)
- Napkins
- Eating Utensils
- Paper Tablecloths for Serving Tables
- Serving Utensils
- Aluminum Foil
- Paper Towels

C Swim Team provides drinks for the dinner. The most economical and easiest has been mixes. We have large Igloo coolers in the Snack Shack to use for this. Water is also a good option.

- Lemonade Mix
- Iced Tea Mix

D Set up is pretty easy. Set up 3-4 tables in an L near the entrance to the room. Leave room on both sides so people can serve themselves from both sides. Locate the paper goods at the end by the door. Cover these tables with tablecloths for easy clean up. One table should be set up under the pass thru to the kitchen. This one is for drinks. The rest of the tables should be set up with chairs on the carpet area. The kids will eat sitting directly on the dance floor.

F Clean up is not complicated but has to be thorough! Get trashcans out into the room. As the eating winds down, consolidate, clean up, and pack up what you are done with. The kids should be picking up after themselves. Since the kids eat on the floor, the floors will need to be swept, vacuumed, spills wiped up. The kitchen needs to be clean when it's over. We cannot store things in the fridge/freezer.

NOTE: SWIM TEAM PROVIDES = Organizer or shopper needs to purchase on behalf of team. Keep receipts for reimbursement.